LEICESTER SQUARE THEATRE

THE LOUNGE 'BIBLE'

Welcome to the Lounge

MAIN POINTS TO NOTE:

The venue is supplied without a show operator.

Strictly limited assistance is available on the day from the House Manager on duty.
A technician familiar with the venue can be booked for £15/hr +VAT for a minimum of 4 hours.

Please Note: this document is intended to be as complete and clear as possible.
If (after reading all the information provided) you are still not sure how to achieve what you want to; then you will need to employ an operator.

There are frequently as many as four shows per night in the Lounge.

Please remember that the space is shared and ALWAYS leave it tidy and clean.

It will be necessary to plan your performance including turnaround time to allow access for other companies using the space. You will be advised of the times you will have access and when you need to be clear of the venue on each night of your run.

It is not possible to alter the standard lighting and sound rig though you may bring in your own lanterns or use our additional lighting stock. i.e.:

You may not refocus any lantern that you did not rig yourself.

Please provide the theatre with a list of all lighting or sound equipment or set that you bring into the venue.

The lighting and sound desks and patches **must** be returned to default at the end of each and every performance.

Please return all CDs and equipment to the appropriate place after your show.

Shows are responsible for providing their own risk assessments and relevant insurance.

You **must** inform the theatre when booking if you intend your performance to include fire, weapons, smoke, strobe or other hazards.

Any damage caused to the theatre or equipment may be recharged.

All technical enquiries about the Lounge should be directed to David Palmer.
david@leicestersquaretheatre.com 07960 511502

Enquiries about marketing, booking or artistic policy should be directed to Jo Rigg.
jo@leicestersquaretheatre.com 020 7534 1740

Enquiries about ticketing should be directed to Gillian Caffrey.
gillian@leicestersquaretheatre.com 08448 733433

Thank you.

All technical enquiries about the Lounge should be directed to David Palmer.
david@leicestersquaretheatre.com 07960 511502

ADDRESS:

The Lounge @ Leicester Square Theatre
6 Leicester Place
London
WC2H 7BX

GET IN:

For loading & unloading of vehicles, the only entrance to the venue is on Leicester Place.
Leicester Place is closed to all traffic at any time unless you have special dispensation.

There are three ways to arrive at the venue:
You may drive on to Lisle Street between 00:00 and 07:00 though you may not stop. Between 07:00 and 12:00 you may stop at the top of Leicester place about 30m (35 yards) from the front door of the theatre.
http://www.westminster.gov.uk/workspace/assets/publications/WCC-Lisle-St-Wardour-St-Pedestri-1340025376.pdf
Or, between 06:00 and 10:00 Monday to Saturday you may drive onto Leicester Square from Charing Cross Road.
http://www.westminster.gov.uk/workspace/assets/publications/WCC-LS-Driving_Parking-Leaflet-1336639500.pdf
You may also apply for special dispensation to drive up Leicester Place from Leicester Square and stop outside the door of the theatre at any time.
Access can be applied for by filling the form below; 48 hours' notice is required.
https://payments.westminster.gov.uk/WebFormsLive/Highways_and_parking/StreetAccess/

After 12:00 all roads around the theatre become pedestrianized.
We do not have parking at the theatre; the nearest NCP (limited headroom) is Chinatown, Newport Place. There is a 20% discount available at Chinatown car park when you book on-line with promotion code *China*. Visit www.q-park.co.uk and search *Chinatown*.

Load in is via a narrow staircase with several turns. It is possible to bring an 8' by 4' stage flat down these stairs.
It is advisable to arrange a visit to the space before finalising any set design to be brought in.

If you would like any advice about access to the theatre, please email Gareth Potts.
gareth@leicestersquaretheatre.com.

SAFETY:

If you would like to bring any set or equipment into the venue, please make lists and plans available to the venue at least 2 weeks prior to the first performance.
Technical arrangements not agreed in advance may not be able to be accommodated.
Any electrical equipment brought into the theatre must have a valid PAT test certificate.
All set, costume and props brought into the venue must be adequately fireproofed.

You must inform the theatre when booking if you intend your performance to include fire, weapons, smoke, strobe or other hazards.
Shows are responsible for providing their own risk assessments and relevant insurance.
Any use of flame or effects must be approved by the council in advance of the show.
The Technical Manager may also ask to see risk assessments at least 2 weeks prior to the first performance and the theatre reserves the right to alter or cancel your performance if not convinced that all reasonable safety precautions have been taken.

TECH TIME:

You may book up to two hours for technical rehearsals prior to your first performance free of charge.
Additional time may be made available but is chargeable at £15/hr +VAT.
If yours is the first performance of the evening (usually 7pm) your two hours will normally be immediately prior to your performance, i.e. from 5pm to 7pm.
Later shows will be scheduled to tech earlier in the day, e.g. if your performance is at 9:30pm you may be able to rehearse from 3pm to 5pm.

A technician familiar with the venue can be booked for £15/hr +VAT for a minimum of 4 hours.
Please bear in mind that if your technical rehearsal and performance are not at the same time you may need to pay for two separate crew calls.

Any technical assistance you need from the venue must be pre-arranged.
There will not necessarily be trained staff on site.

AUDITORIUM:

The stage area is flat on the floor. The floor covering is black carpet over concrete.
The ceiling height varies between 3.0m and 2.75m in most of the room. There are other low clearance points marked on the plan below. The walls of the Lounge are covered with a hard substance called Masonite which is very difficult to drill or fix into.
Please bear in mind the dimensions and construction of the Lounge when designing your set or performance.

Please take all necessary precautions to ensure your performance will not cause damage to the fabric of the venue.
Any food waste or fluid spills left after a performance must be cleaned up before you vacate the premises.
Please keep the use of gaffer tape on the painted walls to a minimum.
You may not perform with the rear 'lift shaft' doors open as sound carries through to the church, offices and accommodation above.

Any damage to the theatre or equipment may be recharged.

The available playing area will depend upon the arrangement and number of seats specified on your booking form. Normal playing area between the pillars is 2.3m x 2.3m.
Up to 65 seats are provided with the venue, a combination of wooden chairs and chrome bar stools.
There are also 4 small round tables (about 20" diameter), which are available with or without black table cloths.

STAGE POWER:
1x twin 13A socket either side of stage
1x twin 13A socket at height stage left
1x single 13A socket on each pillar in the centre of the room

DRESSING ROOMS:

There are two dressing rooms attached to the space which can comfortably accommodate up to ten performers in total. There are hot and cold running water, counters, mirrors and electrical outlets in both dressing rooms.
Dressing room 'A' may be accessed either from the space or from the stairwell leading to the theatre, which is the audience access route.
Dressing room 'B' may only be accessed via the performance space.

Like all the spaces in the theatre, dressing rooms are shared between several productions.
Please keep the theatre tidy and consider other productions' needs.
Set, costume and other equipment is left at your own risk & may not be left at the theatre outside the duration of your run. The theatre is not responsible for these, or for any valuables left in the dressing rooms.

Decisions about where items may be left are at the House Manager's discretion. Any items left at the theatre must be clearly labelled with the name of your production and the contact details of a responsible person who will be at every performance.
There are lockers in the dressing rooms which may be used for storing small props during your run.
Locker keys are available from the House Manager in exchange for a cash deposit of £25. This deposit will be reimbursed upon return of the key if the locker is clear, clean and undamaged.

LIGHTING:

The fixed lighting rig (which cannot be altered) consists of 20 LED fixtures and one conventional fixture controlled by a computerised lighting desk. In the default program (lounge3), these lanterns are grouped such that the standard playing area can be divided into sections and can be lit in any colour by combining red, green, blue and white elements.
Conventional fixtures may be used in conjunction with the in house dimmers.
A smoke machine is available for use in the Lounge. It is shared with the large auditorium so **if you wish to use it, the smoke machine must be booked in advance.** There is a small additional charge for the use of the smoke machine.

The maximum total load on the three Alphapack dimmers must not exceed 3000W.
Additional lighting elements may only be rigged by prior arrangement.

LIGHTING CONTROL:
Zero88 Jester ML24 lighting console
3 x Zero88 Alphapack 3-channel dimmer packs
6 way soca multi from dimmer patch bay to lighting grid

LIGHTING STOCK:

2x Chauvet Colorado 1 Quad Tour LED fixtures	(personality Arc2+S)	All in fixed positions, as per plan in Appendix 4
16x Chauvet Colordash Accent LED fixtures	(personality Arc2)	
1x par30 fixture		
2x Chauvet Colorail IRC LED batten fixtures		
4x additional Chauvet Colordash Accent LED fixtures	(personality Arc2)	May be rigged and focused by incoming companies as specials on a first-come first-served basis
9x Birdie par16 fixtures		
1x par30 fixture		
1x strobe light (to be used on an independent feed, not dimmed)		

ATMOSPHERIC EFFECTS:
1x QTX Light QTFX-V1 Vertical Fog Machine — There is an additional charge of £5 per performance for the use of the smoke machine.

SOUND:

Venue hire includes use of four corded microphones, two DI boxes, electric piano and twin CD player all controlled through an analogue mixing desk. Three wireless microphones are available for a small additional charge.
It is also possible to connect an MP3 player or computer sound source to the system via a 3mm stereo jack connection. A MacMini computer is available for this purpose for a small additional charge.
A selection of music CDs are available for use as play-in music.

If you wish to use your own radio microphones the following frequencies may not be used at any time: **840.125MHz & 845.500MHz.** Other frequencies may also be off limits if used by shows in the main house. Please check before you arrive.
Additional sound equipment may only be brought into the venue by prior arrangement.
Please put any CDs or sound equipment you use back in the appropriate place after your show.

SYSTEM:
1x Yamaha MG206C-USB Mixing desk – 12 mono, 4 stereo input channels, stereo and control room out & 4 aux sends
2x Mackie SRM-350 active speakers (may not be re-focused)
1x Numark dual CD player
1x phono to mini jack cable (for Ipod/laptop)
1x 4 in & 4 out stage box to desk (back of stage left pillar)
1x Alesis Microverb 4 reverb box
1x Behringer Ultragraph FBQ-Pro 3102 graphic equalizer

MICROPHONES:
4x Shure SM58

DI BOXES:
2x DI

MIC STANDS:
8x tall stands: a mixture of bases, straight and boom.

INSTRUMENT:
1x Classenti cdp3 electric upright piano

RADIO MICS: There is an additional charge of £25 each per performance for the use of the radio microphones.

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david@leicestersquaretheatre.com 07960 511502

1x Gemini UHF-4000 series handheld cardioid radio microphone
2x Shure PG58 handheld cardioid radio microphones

COMPUTER: There is an additional charge of £30 per performance for the use of the computer.
1x Apple MacMini computer running Q-Lab show control software.
OS X version 10.8.5
Qlab version 3.0.8

VARIOUS AUDIO AND POWER CABLES.

AV:

There is a video projector permanently rigged in the centre of the venue, focused on the area upstage, this can be fed from a VGA source. There is a projection screen available which may be hung against the back wall.

~~Please note:~~ ~~Use of the projector is no longer included in the hire cost of the venue.~~

Please make sure you are able to connect your source to the projector.
If you wish to run video from an Apple Mac computer, you must provide a video output adaptor.

AV EQUIPMENT:
1x Hitachi CP-X5 projector For the time being, there is no charge for using the projector but this is under review.
1x Quick screen for front projection 2.5m x1.5m
VGA cable from projector to operating position

Appendix 1:

Lounge3 LIGHTING DESK SHOW FILE:

The standard show file loaded into the Jester lighting desk when you arrive is called Lounge3.
You may alter the patch and cues or your own performance but **do not save over show file Lounge3.**

The standard rig is patched into the desk in show file Lounge3 and the following states are pre-programmed into submasters 13 thru 24.:
To use the submasters, make sure the desk is in show Lounge3, in Run Mode, and that fader bank B is assigned to Submasters 13-24.

Submaster 13: **full stage warm white wash**

Submaster 14: **centre stage cover (between the pillars)**

Submaster 15: **SR cover**

Submaster 16: **SL cover**

Submaster 17: **Red cover**

Submaster 18: **Green Cover**

Submaster 19: **Blue Cover**

Submaster 20: **projection state (takes light off the upstage area)**

Submaster 21: **centre stage spot (soft focus)**

Submaster 22: **dramatic backlight (cold white backlight between the pillars)**

Submaster 23: **preset (a red and blue stage preset state)**

Submaster 24: **'rock' chase (flashes the white lights at a variable speed)**

Submasters can be combined to make other states. Individual channels may be accessed in run mode using fader bank A.

Appendix 2:

HOW TO LOAD A PREVIOUSLY SAVED SHOW FROM A USB STICK ONTO THE ZERO88 JESTER ML24 LIGHTING DESK:

Hold down [SHIFT] & [MODE] until the ●SETUP mode light is lit.

You are in the SETUP menu.

[▲] [▼] Use the arrow keys to select <LOAD/SAVE SHOW>. Hit [ENTER].

[▼] Arrow down to select <LOAD SHOW>. Hit [ENTER].

[▲] [▼] Arrow to the show you want (e.g. Lounge3). <OK> will flash. Hit [ENTER].

The desk will say: SUCCESS. <OK> will flash. Hit [ENTER].

[▶] Arrow across to <OK>. Hit [ENTER].

You are back in the SETUP menu.

Hold down [SHIFT] & [MODE] until the light moves from ●SETUP to ●RUN.

CHANGING MODES

If the desk is in ●PRESET mode, hold down [MODE] to change to ●PROGRAM mode.

If the desk is in ●PROGRAM mode, tap [MODE] to change to ●RUN mode.

Please return the desk to show Lounge3 in ●RUN mode
at the end of each performance. Thank you.

Appendix 3:

PHOTOS OF THE VENUE:

Various set pieces have been built for in house productions, including: a D-shaped raised stage designed to fit between the onstage pillars; backcloths and various doorways and arches. These are stored at the venue and may be used by incoming companies **by prior arrangement ONLY.** There will be a charge as a theatre technician is required to help move the set pieces and **you must factor in moving the pieces into your turnaround time when playing on top of other shows.**

Appendix 4:

LIGHTING RIG PLAN:

7m

Twin 13A socket

Twin 13A socket

Twin 13A socket

15-19

20-24

2.3m

Dressing Room 'A'

10-14

25-29

SRM-350 Speaker

Tech Store

Overhead pipe at height 2.55m

Lighting grid height 2.64m

SRM-350 Speaker

30-34

35-39

40-44

45-49

Entrance

3.7m

65-69

50-54

55-59

60-64

Lift Shaft

CP-X5 Projector

Par 30 (ch 5)

200

210

1-3

4-6

7-9

Dimmer Cupboard

Single 13A socket

Single 13A socket

Single 13A socket

70-74

75-79

80-84

85-89

Bar

Control Position

Dressing Room 'B'

LEICESTER SQUARE THEATRE

The Lounge @ Leicester Square Theatre
6 Leicester Place, London WC2H 7BX

Ground plan prepared 25/6/14
by David Palmer
david@leicestersquaretheatre.com

Diagram shows one possible arrangement of 65 seats in venue.

Scale = approx 1:25 at A3
Please do not scale off this drawing.

Key:

- Colorado 1 Quad Tour fixture — Start DMX Address
- Colordash Accent fixture — DMX Address range
- DMX — Zero88 Alphapack dimmer
- Colorail IRC batten fixture